



Job Title	Payroll and Pension Administrator	FLSA Status	Exempt
Band	SUP	Probationary Period	12 Months
Zone	5	Job Code	12025

Class Specification – Payroll and Pension Administrator

Summary Statement:

The purpose of this position is to oversee the time, payroll, and pension related activities for all employees of the City. This is accomplished managing and guaranteeing bi-weekly disbursement of payroll with multiple FLSA periods, complex earnings, pension calculations, garnishments, benefits, and taxes to over 4,000 employees and retirees consistent with applicable public sector and federal wage and hour, and tax laws; managing, supervising, directing, and coordinating the work of full time staff members; developing assigned department's annual budget; identifying legal requirements and government reporting regulations affecting time keeping, payroll, and pension; ensuring these policies, procedures, and reporting mechanisms are in compliance; partnering with human resources to set City policy; acting as Plan Administrator for the City's voluntary and mandatory retirement savings plans (401(a), 457, Roth IRA, RHS); and acting as PeopleSoft functional business analyst. Other duties include performing additional assignments from the Assistant Finance Director and Assistant Human Resources Director as required; and maintaining a high level of confidentiality.

Essential Functions

Note: Regular and predictable attendance is an essential function in the performance of this job.

Time % (All below must add to 100%)

Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.

30%

Managing and guaranteeing bi-weekly disbursement of a centralized payroll with multiple FLSA periods, complex earnings and pension calculations, garnishments, benefits, and taxes to 4,000+ employees and retirees consistent with applicable public sector and federal wage and hour and tax laws; monitoring of the processing and data entry by the HR department for accuracy; supervising, recruiting, hiring, training, terminating, and managing performance of staff members; ensuring that payroll, benefits, and tax procedures and related reporting deliver productivity and accuracy; developing controls, tasks, policy, and procedures; managing all payroll audits for internal and external auditors; authorizing and verifying accuracy for all wires and warrants related to payroll bank transactions; overseeing the administration of benefits deductions, such as United Way, savings, bonds, pension and savings plans, parking, retiree insurance, associations, retirement health savings, and life insurances as well as authorizing wire transfer to the vendors; managing and ensuring accuracy of preparation and timely submittals of the W-2s, 941s, new hire reporting, DOL



Job Title	Payroll and Pension Administrator	FLSA Status	Exempt
Band	SUP	Probationary Period	12 Months
Zone	5	Job Code	12025

	Statistics and Unemployment (UITR); reviewing and authorizing proposed changes to the payroll procedure manual; and maintaining a high level of confidentiality with all employee related matters.
20%	Performs time and labor duties by overseeing and managing the administration of processing time; designing, developing, implementing, and ensuring system set-up and procedures for time reporting codes and time administration are configured to match current City policy and maximize accuracy of employee paychecks; developing resource materials and training City employees and managers on proper use of time system; reviewing and authorizing any proposed changes to the time and labor procedure manual; and creating and delivering presentations to departments as required.
20%	Responsible for pension duties by managing and overseeing the administration of pension for the City's seven pension plans including correspondence, final salary reports, termination certifications, notification of deceased members, and retirement applications including death and disability benefits; developing and overseeing delivery of pension and savings plan presentation to all new city employees during monthly new hire orientation; authorizing the payments to the City's three pension providers bi-weekly; authorizing all forms related to pension plans including retirement applications, DRO's, tax deferred authorizations, purchase of service credit and other forms requiring high level authorization; partnering with the pension providers on actuarial studies, communication, and education seminars with members, legal, and regulatory compliance and legislative changes; working as liaison between City, pension boards, and members; developing and presenting information to departments to employees; working with the City Attorney's Office, the Sworn Chiefs and the Assistant Finance Director on pension related issues; and overseeing employee and retiree meetings with staff explaining enrollment, termination, or retirement options.
20%	Acts as PeopleSoft HCM functional business analyst by developing requirements; assisting with system design and configuration; implementing, setting up, and applying changes; completing training with users; developing business process documentation and testing for quality assurance the PeopleSoft HCM system for the City; maintaining the PeopleSoft HCM system related to time and labor, and payroll team; elevating issues to PeopleSoft developer if necessary; identifying issues; defining complex problems; troubleshooting and relaying possible fixes to PeopleSoft



Job Title	Payroll and Pension Administrator	FLSA Status	Exempt
Band	SUP	Probationary Period	12 Months
Zone	5	Job Code	12025

	Developer; working with developer to fix issues; consulting with department users to define and document requirements and implementing user requests and system enhancements; utilizing SQL and query to develop, write, and modify reports; working with developer to apply updates, maintenance packs, customizations, implement modules, and upgrades to the PeopleSoft HCM system; strategizing with PeopleSoft team on a bi-weekly basis to discuss issues; testing status; setting priorities and timelines for the team; and maintaining expert functional knowledge of HCM core modules (HR, Benefits, Time and Labor, and Payroll).
10%	Acts as plan administrator for savings and retirement plans by acting as plan administrator for the City Savings plans including the Roth IRA, 457, 401(a), and retirement health savings plan; authorizing all high level transactions including hardship withdrawals, rollovers, and purchase of service credit; partnering with Mission Square (ICMA-RC) to ensure that employees are educated regarding their retirement savings plans and encouraging enrollment in the plans; developing plan design and investment options; suggesting and implementing changes to plan documents; overseeing the administration and daily activities of the plans including enrollment, loans, terminations, and retirements; and authorizing the bi-weekly transfer of funds to Mission Square (ICMA-RC).

Competencies Required:

Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.



Job Title	Payroll and Pension Administrator	FLSA Status	Exempt
Band	SUP	Probationary Period	12 Months
Zone	5	Job Code	12025

Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in accounting, business administration, or a related field.

Experience: Five years of full-time responsible payroll processing, pension administration, and general accounting experience including three years of administrative and/or lead supervisory experience.

Education and Experience Equivalency:

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

Supervision Exercised: Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work



Job Title	Payroll and Pension Administrator	FLSA Status	Exempt
Band	SUP	Probationary Period	12 Months
Zone	5	Job Code	12025

objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

Supervision Received: Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility: This job title oversees budget preparation of a division or department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for organization-wide budget expenditures.

Physical Demands: Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft office and specialized payroll software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: November 2014